



U.S. Department of
Transportation
Office of the Secretary
of Transportation

ORDER

OST 2770:2

8-22-89

Subject: EMPLOYEE CLAIMS FOR LOSS OR DAMAGE TO PERSONAL PROPERTY

1. PURPOSE. This Order provides guidance pertaining to the submission, approval, and payment of claims for loss or damage to personal property incident to Government service.
2. SCOPE. These requirements apply to all Office of the Secretary (OST) employees.
3. REFERENCE. DOT 2770.7A, Employee Claims Manual, of 8-1-83, containing Departmental policies on employee claims under the authority of 31 United States Code (U.S.C.) 3721.
4. SUBMISSION OF CLAIMS.
 - a. Allowable Claims. All claims must be examined to determine whether they are allowable under the policies established in the Employee Claims Manual.
 - b. Form for Submission. Claims which appear to be allowable under the Employee Claims Manual will be submitted for investigation and approval on DOT F 2700.6, Employee Claim for Loss or Damage to Personnel Property. The claimant (employee) will sign in section B of the form.
5. CLAIMS INVESTIGATION AND PROCESSING.
 - a. Investigation. All claims will be submitted to the OST Director of Security for investigation and recommendation for approval or disapproval. The investigating official will sign in section C of DOT F 2700.6.
 - b. Review by the General Counsel. The OST Director of Security will transmit all claims to the General Counsel for review of the evidence and the investigator's recommendation and for assurance that the claim is allowable under the law.
 - c. Review by Fund Administrator. After investigation and review by the General Counsel, the claim file will be forwarded to the claimant's program-office for review by the official whose funds will be charged (fund administrator). The head of the funding office, or his/her designee, will indicate payment approval by signing in the approving official block on DOT F 2700.5, Voucher for Payment Under Military and Civilian Employees Claims Act, and include the appropriate accounting classification based on the availability of funds.

6. APPROVAL.

- a. After review by the head of the funding office, the complete claim file with recommendations for approval or disapproval will be forwarded to the approving official who will sign in section D of DOT F 2700.6.. The appropriate approving official for employee loss and damage claims in excess of \$500 is the Assistant Secretary for Administration. Claims in excess of \$500 are subject to the statutory ceiling on approval of claim settlements in 31 U.S.C. 3721.. For amounts of \$500 or less, approval authority is delegated to the Director of Financial Management.
- b. Employees whose claims have been disallowed may request the Assistant Secretary for ~~Administration~~ for a review and/or a reconsideration upon the recommendation of the head of the funding office.

7. PAYMENT. Approved claims will be paid on DOT F 2700.5.. The certifying official in the OST Accounting Operations Division will sign in the certifying official block after verifying that the approving official block has been signed by the head of the funding office (or his/her designee).

FOR THE SECRETARY OF TRANSPORTATION:



John H. Seymour
Assistant Secretary for
Administration